



## **Delta Regional Authority Job Description | Program Analyst – Workforce**

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The Delta Regional Authority (“DRA” or “the Authority”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA was established in 2000 as a formal framework for joint Federal-State collaboration to promote and encourage the economic development of the lower Mississippi River region and Alabama Black Belt. DRA invests in projects supporting transportation infrastructure, basic public infrastructure, workforce training, and business development. DRA’s mission is to help create jobs, build communities, and improve the lives of those who reside in the 252 counties and parishes of the eight-state region.

Delta Regional Authority, an Equal Opportunity Employer, is committed to providing equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

**JOB TITLE:** Program Analyst

**SUPERVISORY CONTROL:** Director of Human Infrastructure

**SUPERVISION EXERCISED:** No

**FLSA STATUS:** Nonexempt

**POSITION LOCATION:** Remote (Eligible candidate must reside in or very near the 252 counties and parishes of the eight-state Delta region) [\*DRA region\*](#).  
**Or** Hybrid (within 60 miles of Clarksdale, MS Office)

**POSITION SUMMARY:** The Program Analyst is directly responsible for assisting with program management activities which may include, but are not limited to, coordination with DRA staff and other local, state, and federal partners as required. This position will provide review and opinion of grant applications, technical assistance to applicants and project managers, assistance with project monitoring and compliance oversight, and maintenance of project files.

### **ESSENTIAL FUNCTIONS:**

The Program Analyst will work closely with other DRA staff to administer various funding programs as directed. These duties will include, but are not limited to:

- Provide the review and opinion of submitted applications and different project-related requests. These include but are not limited to pre- and post-award actions;

tracking and follow-up of awards administered by DRA; effectively communicating, both written and verbal, with other agencies and entities.

- Maintain project files to ensure compliance with audit standards, including saving award documents and all relevant project information to files.
- Maintain the Human Infrastructure Program's folder on the Share drive to ensure digital files are organized and current.
- Review drawdown requests for accuracy and processing payments for transmittal to GSA.
- Monitor active projects for compliance-related issues relevant to the desired successful outcomes of awarded projects and for referrals to the Monitoring and Compliance Coordinators.
- Limited travel to site locations within the 8-state Delta region, which may require multi-day travel assignments.
- Provide necessary reports on department activities and program outcomes to the Director of Human Infrastructure as needed or requested by senior management.
- Other additional duties assigned by the Director of Human Infrastructure within relevant job duties.

#### **ADDITIONAL JOB FUNCTIONS:**

The Project Analyst, in addition to the above, will also be expected to (be):

- Knowledgeable and experienced with Microsoft Office products, including Word, Excel, Outlook, PowerPoint, and OneDrive.
- Assist, as needed, during events, meetings, conferences, etc., including but not limited to setup, attendance, participation, etc.
- Work closely with outside contractors, such as website developers and marketing firms, to assist with developing and producing collateral materials and website improvements.
- Provide technical support to potential workforce grantees, grantees, and others.
- Any other duties as assigned that align with the Program Analyst position.

#### **QUALIFICATIONS:**

- **EDUCATION AND EXPERIENCE** – Minimum of a bachelor's degree from a **four-year** accredited college or university in public administration, business management, planning, or related field; **AND** Two **(2)** years of experience in a program management /coordinator/assistant role with experience related to workforce development, economic development, grant management, or another relevant field.

#### **OR**

- **EXPERIENCE** – A minimum of Seven (7) years of experience in a program management /coordinator/assistant role with experience related to workforce development, economic development, grant management, or another relevant field.

**SALARY:** \$55,000/yr.

**TO APPLY:**

It is required to send both a cover letter and resume to [humanresources@dra.gov](mailto:humanresources@dra.gov) with the subject line: Workforce Program Analyst.

**THE DEADLINE TO APPLY is July 10, 2023, by 5:00 pm.**